

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

PART 302-45—ALLOWANCE FOR TRANSPORTATION OF A MOBILE HOME

Sec.

- 302-45.1 What is the purpose of the allowance for transportation of a mobile home?
- 302-45.2 Am I eligible to receive an allowance for transportation of a mobile home?
- 302-45.3 Who is not eligible for an allowance for transportation of a mobile home?
- 302-45.4 Must FAA pay an allowance for transportation of a mobile home?
- 302-45.5 If I elect an allowance for transportation of a mobile home, may I also claim an allowance for transportation and storage of household goods and professional books, papers, and equipment?
- 302-45.6 Where must transportation of my mobile home begin and end?
- 302-45.7 How will FAA pay my allowance for transportation of mobile homes?
- 302-45.8 What is the maximum amount FAA will pay for the allowance for transportation of mobile homes?
- 302-45.9 What expenses will FAA pay for transportation of a mobile home?
- 302-45.10 What type of expenses are not covered by my allowance for transportation of a mobile home?
- 302-45.11 How is my reimbursement affected if I transport my mobile home partially by commercial carrier and partially by private means?
- 302-45.12 May FAA use a bill of lading to pay for transportation of my mobile home?
- 302-45.13 Must FAA use a bill of lading to pay for transportation of my mobile home?

- § 302-45.1** **What is the purpose of the allowance for transportation of a mobile home?** To facilitate employee mobility by assisting the relocating employee to move personal living items from his old duty station to his new duty station.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-45.2	Am I eligible to receive an allowance for transportation of a mobile home?	<p>Yes, if:</p> <p>(a) You are:</p> <ul style="list-style-type: none">(1) An employee authorized relocation benefits for a permanent change of station under part 302-3 of this chapter;(2) An employee authorized relocation benefits for a temporary change of station under part 302-4 of this chapter;(3) A new appointee or student trainee authorized relocation benefits in connection with your assignment to your first official station under part 302-5 of this chapter; or(4) An employee authorized return transportation under part 302-6 of this chapter; <p>(b) Your old official station (or place of actual residence, in the case of a new appointee or student trainee) is within CONUS or Alaska;</p> <p>(c) Your new official station (or designated place of residence, in the case of an employee performing return transportation) is within CONUS or Alaska;</p> <p>(d) Your mobile home is your primary residence at your old official station (or actual place of residence); and</p> <p>(e) Your mobile home will be your primary residence at your new official station (or designated place of residence).</p>
§ 302-45.3	Who is not eligible for an allowance for transportation of a mobile home?	<p>The following are not eligible for an allowance for transportation of a mobile home:</p> <ul style="list-style-type: none">(a) An employee transferring to an official station outside CONUS and Alaska;(b) An employee transferring from an official station outside CONUS and Alaska;(c) An employee performing a temporary change of station to a temporary official station located outside CONUS and Alaska;(d) An employee exercising “last move home” rights;(e) An employee assigned under the Government Employees Training Act (see 5 U.S.C. 4109); or(f) An employee returning from an assignment outside CONUS and Alaska.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-45.4 **Must FAA pay an allowance for transportation of a mobile home?** Yes, if you are eligible.

§ 302-45.5 **If I elect an allowance for transportation of a mobile home, may I also claim an allowance for transportation and storage of household goods and professional books, papers, and equipment?** No.

§ 302-45.6 **Where must transportation of my mobile home begin and end?**

If you are...	Your transportation must begin at...	Your transportation must end at...
A transferee relocated under part 302-3,	Your old official station,	Your new official station.
An employee authorized relocation benefits for TCS and are performing en route travel to your temporary official station under part 302-4 of this chapter,	Your old official station,	Your temporary official station.
An employee authorized relocation benefits for TCS and is performing return travel upon completion of the temporary assignment under part 302-4 of this chapter,	Your temporary official station.	Your old official station.
A new appointee or student trainee relocated under part 302-5,	Your place of actual residence,	Your new official station.
An individual performing return travel under part 302-6,	Your old official station,	Your designated place of residence.

§ 302-45.7 **How will FAA pay my allowance for transportation of mobile homes?** FAA will pay your actual expenses, or a mileage rate in lieu of actual expenses if authorized under § 302-45.9(b) of this part, not to exceed the maximum amount.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-45.8	What is the maximum amount FAA will pay for the allowance for transportation of mobile homes?	The maximum amount that FAA will pay is the amount FAA would pay for transportation from your old official station to your new official station, and 90 days of temporary storage, of 18,000 pounds of household good. Your regional transportation officer will provide an estimate of the cost of transporting and storing 18,000 pounds of household goods.
§ 302-45.9	What expenses will FAA pay for transportation of a mobile home?	<p>FAA pays:</p> <ul style="list-style-type: none">(a) The following costs if you transport your mobile home by commercial carrier:<ul style="list-style-type: none">(1) The carrier's charges for actual transportation of the mobile home;(2) Ferry fares and bridge, road, and tunnel tolls;(3) Taxes, charges or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction;(4) Carrier's service charges for obtaining necessary permits; and(5) Charges for a pilot (flag) car or escort services, when such services are required by State or local law;(b) An allowance of 11 cents per mile if you transport your mobile home overland by private means;(c) When you use a boat as your primary residence, the costs of transporting your mobile home over water including, but not be limited to:<ul style="list-style-type: none">(1) The cost of fuel and oil used for propulsion of the boat;(2) The cost of pilots or navigators in the open water;(3) The cost of a crew;(4) Charges for harbor pilots;(5) The cost of docking fees incurred in transit;(6) Harbor or port fees and similar charges relating to entry in and navigation through ports; and(7) The cost of towing, whether in tow or towing by pushing from behind.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- (d) The costs generally associated with preparing your mobile home at a point of origin for movement and resettling the mobile home at the destination including, but not limited to:
 - (1) The costs of blocking and unblocking (including anchoring and unanchoring);
 - (2) The labor costs of removing and installing skirting;
 - (3) The cost of separating, preparing, and sealing each section for movement;
 - (4) The cost of reassembling the two halves of a double-wide mobile home; and
 - (5) Travel lift fees.

§ 302-45.10 **What type of expenses are not covered by my allowance for transportation of a mobile home?** Your allowance for transportation of a mobile home does not cover:

- (a) All costs for replacement parts, tire purchases, structural repairs, brake repairs, or any other repairs or maintenance performed;
- (b) Costs of insurance for valuation of mobile homes above carriers' maximum liabilities, or charges designated in the tariffs as "Special Service;"
- (c) Costs of storage; and
- (d) Costs of connecting and disconnecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation on available utilities.

§ 302-45.11 **How is my reimbursement affected if I transport my mobile home partially by commercial carrier and partially by private means?** We will pay:

- (a) The commercial carrier costs as provided in § 302-45.9(a) only for the portion of travel completed using commercial carrier;
- (b) The mileage rate as provided in § 302-45.9(b) only for the portion of travel overland completed by private means;
- (c) The over water costs as provided in § 302-45.9 (c) only for the portion of the travel completed over water; and
- (d) The preparation and settling costs as provided in § 302-45.9(d), regardless of whether transportation is over land by commercial carrier, over land by private means, or over water.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

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| § 302-45.12 | May FAA use a bill of lading to pay for transportation of my mobile home? | Yes. If it does so, it will pay the carrier the cost directly, and will bill you for any excess. It will perform the same functions it performs under § 302-40.102. If the cost exceeds the maximum amount prescribed in § 302-45.8, you will be liable for the excess amount. FAA will treat the excess amount as a debt to the Government and will collect the excess amount from you. |
| § 302-45.13 | Must FAA use a bill of lading to pay for transportation of my mobile home? | No. |